

Domestic Travel Information

Please complete the Business Services [Travel Authorization Form](#).

The areas to be completed are;

For a single destination complete Tab 1-TA

Please complete rows 8-32 with information that pertains to your travel.

For multiple destinations complete Tab 3-TA Multiple Destinations

Please complete rows 8-35

Once you have completed the form please save the full workbook and e-mail the file to your travel representative. They will then prepare an estimate, obtain the necessary signatures, and they will distribute your paperwork to the designated departments.

Please note that Open Office works only if you change your security settings to allow macros. If you do not have access to Open Office of Microsoft Excel you may use a terminal server in the helpdesk area.

***Please send any meeting/conference information such as URL's to your travel representative.**

Travel Day Calculation

The calculation for travel days is as follows;

Date of Departure & Date of Return = .75% each (of the daily per diem rate) = 1.5

Business Days = Full Per Diem

Ex) Departing 04/14/08 Return 04/19/08 = 5.5 (4 Business Days & 1.5 Travel Days)

Personal Days

Please complete (Row 31 Tab 1-TA) or (Row 34 Tab 3-TA) on the travel authorization form if you will be adding any vacation/personal days to your business travel.

**If you would prefer not to receive a travel advance, please inform your travel representative. (The maximum amount that may be requested for Domestic Travel is \$150.00/day) Please note the allowable per diem rates may be found at; [Per Diem Rates](#) and should be taken into consideration when requesting an advance.*

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Hotels

Please inform your travel representative if there is a designated meeting hotel. Please complete (Line 23 Tab 1-TA) or (Line 26 Tab 3-TA) on the travel authorization form.

Your travel representative will enter the maximum FTR based on the per diem for the county you will need lodging in.

Rental Car

If you would like to request a rental car, please check the box (row 22 Tab 1-Ta) or (row 25 Tab 3-TA) and please complete the rental car justification (row Tab 1-TA) or (row 25 Tab-3A). Your travel representative will add the rental car estimated total into your cost estimate and that will be submitted for approval.

(Please note; if several travelers are attending the same meeting/conference to keep costs down rental cars will be shared).

Conferences

If the meeting that you will be attending is ruled a conference by the conference regulator, you will receive a CAAR Form (Conference Attendance Approval Request) from your travel representative. Please fill out the requested information as stated on the template. This form will then be sent to Directorate for approval.

- *If there are a large number of Fermilab attendees and the conference estimated total for those attendees is over \$10K, The approval request to DOE has to be in Raymond Orbach's office no later than 50 days before the start date of the conference and must be submitted by your travel representative to Directorate no less the 65 days prior to the conference start date.*
- *For all other Conferences, Directorate would like the CAAR Form and Approved Travel Voucher no less than 30 to 45 Days prior to the start date of the conference.*

Registration Fees

Business Services preferred method of registration fee payment is via Accounting, but is not a requirement. Please use the [Registration Fee Payment Form](#). If your registration fees are paid via Procard or via your personal credit card, please submit your receipt to your travel representative and inform them which method. If placed on a Procard please write on the receipt the Procard holder's name.

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Approval Process

Once you have submitted the Travel Authorization Form to your travel representative, they will complete the Cost Estimate tab and will enter your travel into Miser (Miscomp). Your travel authorization form will be uploaded as well with only the necessary forms and will be electronically submitted to your Supervisor for approval as well as for Division Approval.

**Supervisors/Department Heads: please note that all approvals should be done through Plone.*

Once your travel has been approved, your travel representative will notify you on the status and once it has been taken to the Travel Office. If you have requested a Travel Advance, the Travel Office will distribute your paperwork to the Cashier and your advance check will be sent to your mail station approximately 1 week prior to your departure.

Airline Tickets;

Advance reservations are usually required to receive the best rates. In most cases the advance booking requirement is 7, 14 or 21 days prior to the departure date. The Travel Office will offer the least expensive fares to the traveler and inform the traveler of all the restrictions of the airfare. Please note that no airfare is guaranteed until the ticket has been purchased.

***For FNAL Employee's - Your airfare MUST be booked through Travel Office, if not the expense will not be reimbursed. If you are traveling with someone who is not a Fermilab Employee or who's travel will not be charged to a FNAL Project / Task Number Travel may book tickets for persons traveling with you however you must provide payment to the Travel Office at the time the tickets are booked.**

There is a ticket change / cancellation fee of \$150.00

(If you have any questions and need to contact Travel, they are located on 4E and also may be reached at x3397 or travel@fnal.gov)

Transportation (Limo Reservations)

If you would like your travel representative to contact West Suburban and make Limo reservations for you, please provide your home telephone number as well as your address. You will receive confirmation numbers as well as the designated pick up time once reservations have been made on your behalf.

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Your travel representative will give West Suburban the designated Fermilab Travel Code that is associated with your Project/Task number and that fee will be direct billed. Travelers are allowed to give up to a 15% gratuity, anything over 15% will be deducted for personal use of items.

Upon Return

- Please submit all receipts to your travel representative. (Within 10 Business Days)
- Please inform them if there were any meals provided at the meeting/conference that you attended. That will then be deducted from the daily allotted per diem.

The breakdown of the rates may be found at; [Meals and Incidental Expenses](#) and are based on the M&IE for the designated town/county. –continental breakfasts provided at hotels are not deducted.

- If you drove and parked at the airport, please provide your travel representative with your parking receipt as well as you're departing and return address and you will receive mileage reimbursement.
- If you utilized West Suburban, please submit your receipts.
- If you had a rental car through Avis please submit the receipt.

Once your travel has been reconciled, your travel representative will contact you so you may review the charges and sign the reconciled voucher. Once you have signed / approved the charges it will then be taken to your supervisor for approval. Once your supervisor signs off on your reconciled travel voucher, it will then be taken to Accounting for processing. If you would like to check the status of a travel reimbursement, please notify your travel representative and they will contact Accounting on your behalf.